

**Wooddale Valley View Small Area Plan**  
**Planning Team Meeting Notes**  
City Hall - Community Room  
July 16, 2014 - 6-8 p.m.

Members Present: Bob Burley, Connie Carrino, Lindy Crawford, Brian Durst, Carrie Fordahl, Arlene Forrest, Karen Kurt, Susan Lee, Rita Paris, Jim Schedin, Cary Teague

Members Absent: Becky Melang

Members introduced themselves and heard an overview about the purpose and benefits of small area plans (SAPs). It was noted that the project is currently in the startup phase of the process. Next, the planning team went over the Wooddale/Valley View (WVV) area, including location and existing land uses. Members requested additional information about how SAPs impact land use as owners propose changes to current buildings and uses.

*Action Item: Karen and Cary agreed to do prepare a mini-session on small area plans and land use.*

Members were introduced to the draft SAP Guidebook. The WVV SAP will serve as the pilot project for the Guidebook and the co-chairs and staff requested feedback from the team as the process unfolds. The roles and responsibilities of the SAP planning team were highlighted, as well as the roles of City staff, Planning Commission, City Council and consultants. Consultants will facilitate the process, synthesize data and prepare draft reports.

It was noted that team meetings are open, and members of the public may attend. Policies related to conflict of interest, gifts, the open meeting law and communications were also reviewed.

Members reviewed consultant proposals and considered questions for consultant interviews occurring on July 30<sup>th</sup>. Members were reminded that consultant proposals are not public data. The format of the interviews will be 40 minutes total—10-15 minutes of presentation time and 15-20 minutes of question and answer session. The presentation questions will be given to the consultants in advance.

Suggested interview topics/questions included:

- Size of our project in relation to other projects worked on
- Role of our planning team during the project
- Retail viability research
- Most effective community engagement ideas/processes
- Reconciling disparate data or views
- Cost of project
- Educating neighbors about value of SAP
- Controlling misinformation
- Learnings from past projects
- Successes from past projects – how often implemented or adopted?

It was also suggested that the consultants bring resumes for each of their team members.

*Action Item: Sue will prepare draft interview format based on feedback. Team members will review the feedback and forward to Karen by early next week. Karen will send instructions to the finalists by the middle of next week.*